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6 February 1975

MEMORANDUM FOR ALL RECRUITERS

SUBJECT: Bi-weekly Activity Report

I realize that this is the busiest time of the year for you and your able assistants. I also know that the recruiters at the end of the line are "starved" for news from Headquarters. However, we in Headquarters feel we are at the end of the line so far as news from your areas is concerned. The DDA has requested this report as a means for satisfying this lack of information. Incidentally, the first report for the period ending 17 January was very well received. To be of maximum value, the reports should be pouched to arrive in Headquarters on the Monday following the due date. If this requires pouching the report on Thursday (the day before the due date) it will present no real problem. Those figures lost at the end of the period will be picked up at the beginning of the next period.

I would appreciate it if you would add one statistic to the current report. That is the number of pending cases being held for additional information, i.e. transcripts, clarification of information presented in questions 5a, 5b, and 6 of the Personal Declaration section.

I would like to have each recruiters educated guess as to whether his present work load is greater than, less than, or the same as that of the same period last year.

Chief, Recruitment Division

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POUCHED TO PROFESSIONAL RECRUITERS